

U.S. Embassy, Amman

Jordanian Student Intern Program

Vacancy Announcement

ANNOUNCEMENT NUMBER: JSIP2013-05

OPEN TO: 3rd and 4th year students enrolled at accredited Jordanian universities

POSITION: Student Intern Volunteer – General Services Office, Housing Section

OPENING DATE: February 3, 2013

CLOSING DATE: February 28, 2013

INTERNSHIP DURATION: During university summer break for approximately 8-12 weeks.

SALARY: None – voluntary work

The U.S. Embassy in Amman is seeking a university student for a summer intern position with the General Services Office, Housing Section.

INTERNSHIP OFFICE: General Services Office (GSO), Housing Section

INTERNSHIP DESCRIPTION:

The candidate must have good MS Office skills and be able to perform basic clerical/administrative functions. The candidate must be able to reconcile invoices and demonstrate initiative in following up on work orders. He or she must respond to customer inquiries, coordinate with outside agencies such as the water and power utility companies, manage a large key inventory, and follow up with vendors on the status of services to be performed. This is an excellent opportunity to develop English skills.

BASIC QUALIFICATIONS REQUIRED:

1. Be a full-time student at an accredited Jordanian university;
2. Be at least 18 years old;
3. Have already completed two years of university;
4. Be a 3rd-year or 4th-year student with a bona fide intention of continuing to pursue a course of study or training immediately following the internship;
5. Have university's permission;
6. Be in good academic standing; and
7. Level 4 English TOEIC. English proficiency will be tested.

SPECIFIC QUALIFICATIONS REQUIRED:

1. Good MS office skills; and
2. Excellent interpersonal/customer service skills.

NOTE: All applicants must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.

TO APPLY:

Interested students for this position should submit the following or the application will not be considered:

1. *Application for Employment* (Form DS-174).
2. Letter of Recommendation from a professor.
3. Letter of Permission from university.
4. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
5. Certificate from Jordanian Intelligence Department which states “To be trained at the American Embassy.”
6. Any other documentation (e.g., transcripts, high school diploma, etc.) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through AmmanInternship@state.gov.

CLOSING DATE FOR THIS POSITION: February 28, 2013

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.